



Confirm Multiple Deposits Simultaneously



Application Tip

Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected, or adjusted. As a best practice, Fiscal Service recommends that the **Deposit Confirmer** confirms, adjusts, or rejects deposits as part of their daily activities. In addition, it is recommended that all deposits (except those issued from foreign checks) are confirmed no later than 30 days from the Voucher Date.

To confirm multiple deposits simultaneously:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page displays.
3. From the **Select Display** drop-down menu, select **My Deposits in Process**.
4. Select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.



Application Tip

Depending on your user role, the **My Deposits in Process** page displays your current deposits. If you only have the **Viewer** role, the **My Deposits in Process** will not display any deposits.

5. Click **Next**. The *Step 1 of 2: Confirm Deposits* page displays.
6. Enter the deposit information and click **Next**.

For **US Currency Deposits** (checks and cash):

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

For **Foreign Currency Cash and Check Deposits**:

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- If **Other** was selected for Country of Deposit during deposit creation, you will also need to enter **Deposit Total (USE)** and **Exchange Rate**.



Application Tip

When confirming a deposit ticket, please make sure to confirm the deposit on the date received. Due to transit times, FS is aware that deposits may not be confirmed on the **Voucher Date** entered by the Agency. FS can adjust the value of funds, if needed, to account for these discrepancies.



Application Tip

The **Date of Deposit** must equal the **Voucher Date**.



Application Tip

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.



Application Tip

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.



Application Tip

To remove vouchers from the group being confirmed, select the **Voucher Numbers** you want to remove by checking the boxes under the Remove column and click **Update**.

7. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page displays.
8. Verify the information is correct and click **Submit**.

9. A *Confirmation* page displays stating that the deposits have been confirmed.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher** Event Log to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.